

County of San Diego  
Revised: March 13, 2000  
New: May 19, 2000  
Reviewed: Spring 2003

**PRINCIPAL CLERK I - CONFIDENTIAL**  
**PRINCIPAL CLERK II - CONFIDENTIAL**

**Class No. 002766**  
**Class No. 002760**

**DEFINITION:**

Under general direction, to manage, organize, and coordinate the clerical and/or administrative support activities of a county department or division; to act for the administrative manager of the department or division as required; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class series are allocated only to the Department of Human Resources. Incumbents are privy to highly confidential and sensitive information on internal county matters pertaining to the decision-making process affecting labor relations and/or personnel and employment related transactions.

**Principal Clerk I - Confidential:** This class is responsible for managing, organizing, and coordinating the clerical and/or administrative support activities, through one or more subordinate supervisory levels. This class is distinguished from the next higher class, Principal Clerk II - Confidential, in that it is responsible for moderate to complex assignments.

**Principal Clerk II - Confidential:** This class is responsible for managing, organizing, and coordinating the clerical and/or administrative support activities, through one or more subordinate supervisory levels. This class is distinguished from the lower class, Principal Clerk I - Confidential, in that it is responsible for the more complex and difficult assignments that are time sensitive.

### **EXAMPLES OF DUTIES:**

Organizes, directs and coordinates the clerical and/or administrative activities of one or more organizational units; supervises, trains and evaluates the work of clerical support staff and subordinate supervisors; oversees the operational functions of an organizational unit; directs the workflow and production of administrative activities; designs and implements new forms and office procedures; develops and implements policies and procedures related to clerical and administrative operations; interprets and implements county and department policies and procedures; uses independent judgment in solving complex problems; composes correspondence in response to inquiries; handles difficult situations with the public and/or contractors; analyzes and interprets statistical data and departmental records; analyzes and assists in the preparation of departmental reports; participates in departmental meetings and discussions on organizational and procedural problems and solutions; uses independent judgment in reaching decisions in regard to complex departmental problems; handles personnel matters and disciplinary actions; assists in the preparation of the annual budget for clerical and administrative support functions; monitors maintenance contracts for compliance; establishes and maintains administrative, personnel and other confidential files and record keeping systems using computer applications that include use of electronic mail, word processing, spreadsheet and special databases; coordinates inventory control of automation equipment, telephones, fixed assets, minor equipment, vehicles; provides technical assistance in developing automated systems in tracking data; coordinates

requests for facility maintenance and repairs; coordinates space allocations for staff; assists in the analysis of complex projects; and acts as an authoritative source of information for employees and the public.

### **MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Principal Clerk I - Confidential  
II = Principal Clerk II – Confidential

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>
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T	T	Supervision and personnel management within the County of San Diego personnel system.
T	T	Methodology used in the development of clerical/administrative policies and procedures.
T	T	County administrative procedures.
T	T	Office administration.
G	G	Budget preparation and administration.
G	G	The operation and use of personal computers, copiers and other data processing equipment.
G	G	County operations and functions.
G	G	County accounting procedures.
G	G	Problem solving techniques.

### **Skills and Ability to:**

- Effectively communicate in oral and written form.
- Interpret complex organizational policies and procedures.
- Organize and prioritize workload for clerical employees.
- Interview, select and evaluate subordinate staff.
- Apply progressive discipline procedures.

- Implement grievance procedures.
- Counsel and discipline employees.
- Interact effectively with all levels of county staff, representatives from outside agencies and the public.
- Use computer application programs and equipment in the production of work.
- Access and utilize data from a computerized record keeping system.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience which would likely demonstrate the knowledge and /or skills stated above. An example of such experience would be:

**Principal Clerk I - Confidential:** Progressively responsible clerical supervisory/administrative support experience, which includes at least eighteen (18) months as a Supervising Clerk in the County of San Diego.

**Principal Clerk II - Confidential:** Progressively responsible clerical supervisory/administrative support experience, which includes at least four (4) years as a Supervising Clerk; OR, two (2) years as a Principal Clerk I or comparable class in the County of San Diego.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).